

May 22, 2007

## REQUEST FOR PROPOSALS

Dear Proposers:

The Association of Bay Area Governments (ABAG), a joint powers agency, formed under California Government Code Sections 6500, et. seq., invites qualified Proposers to respond to this Request for Proposals (RFP) for:

### *PURCHASE AND INSTALLATION OF CARPET TILES FOR ABAG'S COMMON AREAS AND OFFICES*

ABAG is a regional planning agency sited at the Joseph P. Bort MetroCenter, a condominium office building owned with two other public agencies, at 101 Eighth Street, Oakland, California (Project Site). ABAG has approximately 1,800 square feet of office space to be covered with carpet tiles and 75 employees (60 onsite).

ABAG wishes to obtain the services of a professional floor covering contractor to complete all the work as detailed in the scope of work including (1) perform an assessment of the office layout; (2) measure square footage of the designated floor area; (3) remove and dispose of the old carpet and carpet padding; (4) perform floor preparation, if needed; (5) purchase and install carpet tiles; and (6) clean up. The Proposer shall perform all services on this Project as cost effectively and as efficiently as possible in accordance with the standards of its profession

All prospective Proposers must **attend a mandatory pre-proposal conference** and walkthrough of the Project Site scheduled for **June 6, 2007, commencing at 10:00 a.m.** Floor plans will be available for examination at the pre-proposal conference.

This letter, together with the General Information and Proposing Requirements, Special Conditions, and Appendices A through D, inclusive, comprise the formal RFP for this Project. Responses to the RFP are to be submitted in accordance with the instructions stated herein. This RFP and Appendices are available online at:

<http://www.abag.ca.gov/bayarea/commerce/ace/ace.html>

### **SPECIFICATIONS**

The specifications for this Project are identified in Appendix A, Scope of Work, to this RFP. Section II of this RFP, Special Conditions, also contains substantive requirements with which Proposers should comply to ensure responsiveness with this RFP.

### **RFP EVALUATION AND SELECTION CRITERIA**

The specifications provided in Appendix A are to be used as a basis for submission of Proposals. All Proposals must be completed and submitted on the enclosed Appendix B, Proposal Form, in order to be considered.

Appendix C, Reference Form, and Appendix D, Personnel Form, must also be submitted with the Proposal. PROPOSERS WHO DO NOT COMPLETE APPENDICES RISK BEING FOUND NON-RESPONSIVE.

A Selection Committee will evaluate the Proposals. ABAG intends to evaluate the Proposals generally in accordance with the criteria itemized below. It is ABAG's intention to negotiate the best price with the top-ranked firm. If negotiations fail, ABAG reserves the right to negotiate with the next highest-ranked Proposer.

- A. Project Approach (40 points)
  - 1. Understanding of the Project and the tasks to be performed.
  - 2. Proposed approach and schedule.
  - 3. Ability to meet work schedule and budget.
- B. Assigned Project Staff (25 points)
  - 1. Recent experience of staff assigned to the Project and a description of the tasks to be performed by each staff person.
  - 2. Professional qualifications and education.
  - 3. Workload, staff availability, and accessibility.
- C. Experience of Members of the Firm and Subcontractors (35 points)
  - 1. Expertise of the members of the firm and subcontractors in the fields necessary to complete the tasks.
  - 2. Quality of recently completed projects, including adherence to schedules, deadlines and budgets.
  - 3. Experience with similar projects.

The Selection Committee will evaluate the Proposals according to the criteria outlined. The top five (5) firms evaluated as most qualified to perform the required services will be selected. At its sole discretion, ABAG may require each of them to be interviewed. Through the interview or otherwise, the Selection Committee will evaluate and rank those selected firms according to predetermined criteria outlined in this RFP.

ABAG will negotiate with the highest ranked firm. If ABAG is unable to negotiate a satisfactory agreement with the top-ranked firm, ABAG will negotiate with the other firms according to their ranking until it has reached a satisfactory contractual agreement with the firm.

ABAG reserves the right to award a contract or to reject all Proposals.

#### **SUBMISSION SCHEDULE**

Interested Proposers must submit their Proposals in sealed envelopes by June 11, 2007, 5:00 p.m. Proposals received after that date and time will not be given consideration. Proposals will be opened June 12, 2007 at 10:00 a.m.

#### **POINT OF CONTACT**

RFP responses and all inquiries relating to this RFP should be directed as shown below.

Attention: Patricia M. Jones, Assistant Executive Director

Association of Bay Area Governments  
Joseph P. Bort MetroCenter  
101 - 8th Street  
Oakland, CA 94607-4756  
Telephone: (510) 464-7933  
FAX: (510) 433-5533

**SELECTION TIMETABLE**

June 11, 2007 - 5:00 p.m. - Closing date and time for receipt of Proposals

June 12, 2007 - 10:00 a.m. - Date and time for opening proposals

July 21, 2007 (approx.) - ABAG Executive Board review of staff recommendation for award

ABAG wishes to express its appreciation to you for your participation.

Very truly yours,

Henry L. Gardner  
Executive Director

Enclosures

**REQUEST FOR PROPOSALS**

**BY**

**ASSOCIATION OF BAY AREA GOVERNMENTS**

**FOR**

**PURCHASE AND INSTALLATION OF CARPET TILES**

**MAY 22, 2007**

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## **I. GENERAL INFORMATION and PROPOSAL REQUIREMENTS**

### **A. Directions**

This RFP contains the specifications and proposal forms for the services to be performed. (See Appendix A - Scope of work, Appendix B - Proposal Form, Appendix C - Reference Form, Appendix D-1 - Personnel Form, and Appendix D-2 - Subcontractor Form.) Space has been provided on the Proposal Form for appropriate response regarding proposed cost information. Please separate all costs on Proposal Form, as indicated. A Reference Form (Appendix C), Personnel Form (Appendix D-1); and Subcontractor Form (Appendix D-2) must also accompany each Proposal submittal, as applicable. PROPOSERS WHO DO NOT COMPLETE APPENDICES B, C, D-1 AND D-2 RISK BEING FOUND NON-RESPONSIVE.

The provisions set forth below specify the standards by which Proposals will be received and considered by ABAG. Proposals not complying with these provisions may be considered non-responsive by ABAG.

### **B. Definitions**

1. ABAG: Association of Bay Area Governments
2. Proposer: An individual, firm, partnership, corporation, or combination thereof, submitting a Proposal.
3. Proposal: The documents included in this RFP become a Proposal when completed properly by a Proposer and submitted to ABAG.

### **C. Preparation of Proposal**

1. General: All prices and quotations shall be written legibly by computer/typewriter or pen and ink. No erasures shall be made. Errors may be crossed out and corrected by typewriter or pen and ink adjacent to the item crossed out. Each correction shall be initialed in ink by the person signing the Proposal.
2. Taxes: The total proposal price shall include full compensation for all applicable federal, state, and local taxes, as may be appropriate.
3. Irregular Proposals: Proposals may be rejected if they show such irregularities as: any alteration of forms, additions not called for, conditional Proposals, incomplete Proposals, statement or omission which make the Proposals incomplete, indefinite or ambiguous, obviously unbalanced prices, or a signature by other than an authorized person.
4. Conditional Proposals: No condition included in a Proposal shall be binding upon ABAG if in conflict with, inconsistent with, or in addition to the terms and conditions of this RFP, unless expressly accepted in writing by ABAG.
5. Form: Only Proposals submitted on the furnished Proposal Form will be considered.

6. Submission: Proposals received after the date and time indicated for receipt of Proposals will not be considered. Proposers will be solely responsible for the delivery of Proposal to ABAG by the time and at the location indicated for receipt of Proposals.

7. Withdrawal before Proposal Opening: No Proposal may be modified; however, a Proposal may be withdrawn by written request, signed by the individual who signed the Proposal or his authorized representative, and received by ABAG prior to the time indicated for receipt of Proposal.

8. Protest of Specifications: Prospective Proposers may submit written protests of RFP specifications at least three (3) working days prior to the date of proposal opening on the grounds that the specifications are unduly restrictive, discourage competition, or do not comply with federal, state or local law or regulation. Such protests will be reviewed by ABAG in accordance with the procedures specified in D(6) below and responded to prior to proposal opening. If appropriate, the time of proposal opening will be extended to permit the protesting party to submit a Proposal

9. Relief of Proposer after Proposal Opening: Unless ABAG in its sole discretion elects otherwise, a Proposer shall not be relieved of his/her Proposal nor shall any change be made in his/her Proposal because of a mistake. If a Proposer requests relief and ABAG agrees to consider such request, it will be such Proposer's responsibility to establish that:

- (a) A mistake was made;
- (b) The Proposer gave ABAG written notice of the mistake within five (5) days after the opening of Proposals, specifying in detail how the mistake occurred;
- (c) The mistake made the Proposal materially different than the Proposer intended it to be; and
- (d) The mistake was made in filling out the Proposal and was not due to error in judgment or to carelessness in reading the RFP or referenced documents.

#### **D. Award of Contract**

1. Proposal Opening: Proposals will be opened publicly and publicly announced at ABAG's office, at the address, on the date, and at the hour indicated in the letter transmitted with RFP. Proposers are not required to be present.

2. Duration of Offer: A signed Proposal is deemed to be an offer to enter into a contract for services proposed and is firm for sixty (60) days from the date of the proposal opening unless extended by the Proposer.

3. Discretion of ABAG: ABAG reserves the right to reject any and all Proposals and to waive informalities and minor irregularities in Proposals received, other provisions herein notwithstanding.

4. Selection of Contractor: The award, if an award is made, will be to the responsible Proposer whose Proposal, conforming in all material respects to the terms and conditions of this RFP, is selected by the Selection Committee in accordance with the RFP evaluation and selection criteria. A Proposer to whom the contract is awarded is to be the contractor performing the service: the award may not be transferred to a third party.

5. One Proposal: If ABAG receives only one Proposal and determines that even though that Proposal is made on terms differing from those set forth herein, and it has been submitted by the only contractor known to possess the ability to provide services meeting ABAG's requirements, ABAG may, in its discretion, accept such terms as responsive.

6. Selection Disputes: A Proposer may protest the selection of a contractor on the grounds that procedures or applicable provisions of federal, state or local law have been violated or inaccurately and/or inappropriately applied by ABAG by submitting a written explanation of the basis for protest within three (3) days of proposal opening. The protest will be reviewed by ABAG and its Legal Counsel, and a written response will be provided to the protesting Proposer.

## **II. SPECIAL CONDITIONS**

**A. Proposer's Qualifications** - In order to be considered responsive, a Proposer must:

1. have been regularly engaged in the business of professional floor covering contractor for at least 3 years; and
2. have successfully performed professional flooring covering services for at least 2 other clients within the past 3 years.

The successful Proposer may be required to verify these qualifications prior to the award of contract.

### **B. Period of Performance and Price Guarantee**

Proposer shall provide professional flooring covering services at the price specified in its Proposal for a period of 12 months, from June 11, 2007 through June 11, 2008. ABAG shall specify date of commencement of services.

### **C. Payment**

Unless Contractor and ABAG agree on other payment arrangements after contract award, Contractor shall be paid in arrears on a monthly basis. Contractor shall submit invoices to ABAG identifying the period for which payment is sought, services provided and the amount currently due. ABAG will pay invoices no later than thirty (30) days of their receipt. All invoices shall be made in writing and delivered or mailed to ABAG as follows:

Attention: (to be determined)  
Association of Bay Area Governments  
Joseph P. Bort MetroCenter  
101 Eighth Street, Oakland, California 94607-4756



## APPENDIX A

### SCOPE OF WORK

#### PROJECT REQUIREMENTS

Based on the general description and statement of the Project requirements, the Proposer will be responsible for purchasing and installing carpet tiles of the type listed on page 11 and providing other services, including:

- Delivery of the carpet tiles to the designated area inside the ABAG premises
- Storage of materials in a manner that will not endanger the product or staff
- Adherence to all building requirements and regulations
- Maintenance of insurance guidelines per ABAG requirements
- Compliance with any and all rules or regulations as may be required under the building Lease Agreement
- A detailed schedule of installation, including but not limited to, delivery of carpet tiles and removal of old carpet from the ABAG premises
- Detailed measurements of areas to be covered as designated
- Removal of furniture from affected areas
- Removal (rip up) and disposal (from the ABAG premises) of old carpet, pads and any leftover remnants
- Use of non-toxic glue/adhesive, preparation of any and all floors damaged during removal of old carpet
- Products that comply with the RFP, are undamaged, and are new at the time of installation
- Products complete with accessories, trim, finish, and other devices and components needed for a complete installation and the intended use and effect

#### Project Scope of Work:

- A. Delivery** - Contractor shall deliver, store, and handle products using means and methods that will prevent damage and deterioration in compliance with manufacturer's written instructions. Product will be delivered to the site in manufacturer's original sealed container or packaging, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
- B. Removal** - Contractor shall (1) comply with EPA regulations and hauling and disposal regulations of authorities having jurisdiction; (2) promptly remove materials from ABAG property and legally dispose of them - do not burn demolished materials; (3) conduct removal and installation in a manner so that ABAG's operations and staff will not be disrupted; (4) maintain services/systems indicated to remain and protect them against damage during removal and installation process; (5) provide temporary services/systems that bypass area of work and that maintain continuity of services/systems to other parts of the building; (6) provide temporary barricades and other protection required to prevent injury to people and damage to adjacent structures and facilities; (7) protect walls, ceilings, floors, and other existing finish work that are to remain; (8) cover and protect furniture, furnishings, and equipment that have not been removed; (9) neatly cut openings and holes

plumb, square, and true to dimensions required; (10) use cutting methods least likely to damage structures to remain; and (11) erect and maintain dustproof partitions.

It is not expected that hazardous materials will be encountered in the work. However, if materials suspected of containing hazardous materials are encountered, Contractor will not disturb and immediately notify ABAG. ABAG will remove hazardous materials.

- C. **Installation** – The desired installation method is Renovision Installation System. Exposed surfaces will be cleaned and protected from damage. Work area will be cleaned daily before leaving for the day.

ABAG prefers the use of *SCS Sustainable Choice Certified Carpet Products*. The grade and color of carpet tiles shall be subject to approval of ABAG. Carpet tiles must conform to Federal Occupation Safety and Health Regulations concerning fire proofing.

- D. **Environmental** - ABAG's position is to be as environmentally conscientious as possible with its selection of products and manufacturers. ABAG encourages the use of environmentally responsive products and/or specifications that require the reclamation of waste material from its projects. Carpet tiles and adhesives must meet or exceed qualifications for environmental standards (see California Gold Standard, page 11).
- E. **Clean Up** – Contractor shall (1) remove labels that are not permanent; (2) remove excess compounds; (3) replace chipped or broken surfaces, (4) clean exposed finishes to a dust-free condition, free of stains, films, and foreign substances; (5) clean work site in areas disturbed by installation activities; (6) sweep hard surface areas; (7) remove stains, spills, and foreign deposits; and (8) touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- F. **Completion** – Contractor shall submit specific warranties, maintenance service agreements, and similar documents to ABAG.

### **III. Proposers' Walk-Through/Measuring of Areas where Carpet Tiles to be Installed**

A walk-through for the purpose of measuring the areas to be covered and familiarization with the building in which the ABAG occupies, will be scheduled with prior-approved appointment.

Proposers must contact Patricia M. Jones (510/464–7933 or email: patj@abag.ca.gov) to schedule an appointment for the walk-through.

## ***CALIFORNIA GOLD SUSTAINABLE CARPET STANDARD***

### **Standard developed by the State of California:**

- Meets low emissions standards, (achieves LEED IEQ credit 4.3).
- Meets California's (10 percent post-consumer) recycled content requirements of SABRC (State Agency Buy Recycled Campaign).
- Manufacturer has carpet reclamation program in place meeting industry goals.
- Manufacturer incorporates Life Cycle Assessment (LCA) program.
- Manufacturer achieves a minimum of 52 sustainable credits in various categories.

## ***SCS SUSTAINABLE CHOICE CERTIFIED CARPET TILE PRODUCTS***

Listed below are the current SCS Sustainable Choice certified carpet tile products.

### **Bentley Prince Street, City of Industry, CA [www.bentleyprincestreet.com](http://www.bentleyprincestreet.com)**

- NexStep® Cushion Tile - [SCS Sustainable Choice-Gold/EPP](#)
- EncoreRC® Carpet Tile - [SCS Sustainable Choice-Gold/EPP, California Gold](#)

### **C&A, A Tandus Group Company**

- ER3® Modular Tile - [SCS Sustainable Choice-Platinum/EPP, California Platinum](#)

### **Mannington**

- Mannington Infinity RE Modular Carpet Tile - [SCS Sustainable Choice-Platinum/EPP, California Platinum](#)

### **Milliken Carpet**

- Patterned Carpet Tile with ESP Cushion - [SCS Sustainable Choice-Platinum/EPP, California Platinum](#)
- [Patterned Carpet Tile with ESP Cushion - SCS Sustainable Choice-Platinum/EPP](#)
- Patterned Carpet Tile with ES Cushion - [SCS Sustainable Choice-Gold/EPP, California Gold](#)

## **Determining the Level of Sustainability**

To determine the level of sustainability of a carpet/carpet tile product, SCS evaluates the product against six categories of criteria.

1. Safe for Public Health and Environment (PHE): Recognizes achievements in reducing pollutants and energy use that may adversely affect public health.
2. Renewable Energy and Efficiency (RE): Recognizes achievements in renewable content of energy used.
3. Material, Biobased or Recycled (MATLS): Recognizes achievements in utilizing recycled content and bio-based materials over the supply chain.
4. Facility or Company Based (MFG): Recognizes achievements in corporate wide environmental and social responsibility.

5. Reclamation, Sustainable Reuse and End of Life Management (EOL): Recognizes achievements in product performance durability, reuse and reclamation.
6. Innovation: Recognizes achievements in extensive reclamation, dematerialization, energy efficiency and other quantifiable environmental improvements not specifically addressed within the standard.

Within these categories there are multiple criteria, each with an associated point value that, in total, composes a complete rating system. The more significantly an impact is reduced, the higher the rating - e.g., a manufacturer earns more PHE points for reducing more pollutants.

## APPENDIX B

### PROPOSAL FORM

#### COST ESTIMATE

Contractor shall provide a complete cost proposal based on ABAG's requirements job.

<u>Carpet</u>	Costs	Totals
Number of carpet tiles _____		
Price per carpet tile _____		
Total Cost of Carpet Tiles		\$ _____
<u>Delivery</u>	\$ _____	
Total		\$ _____
<u>Removal</u>		
Preparation/rip up	\$ _____	
Disposal (old carpet, pads, etc.)	\$ _____	
Total		\$ _____
<u>Installation</u>		
Labor/hour (straight time)	\$ _____	
Labor/hour (overtime)	\$ _____	
<u>Total Cost Estimate:</u>		\$ _____
<u>Other Costs:</u>		
	\$ _____	
	\$ _____	
	\$ _____	
Total		\$ _____
<u>Total Other Costs</u>		\$ _____

#### PROPOSED SCHEDULE

ABAG's hours of business are 8:30 a.m. to 5:00 p.m., Monday through Friday. Provide a proposed work schedule in the space below including time of day and method for dealing with onsite staff, furniture, equipment and cubicles.

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[illegible]

## PROPOSER'S QUALIFICATIONS

Proposer certifies that it

YES

NO

1. has been regularly engaged in the business of providing professional flooring covering services for at least 3 years
2. has successfully performed, within the last 3 years, at least 2 commercial jobs of a similar nature.

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(All Proposers shall complete Appendix C.) Proposers may be required to verify these qualifications prior to the award of contract.

For Information purposes only: \_\_\_\_\_

Name of Proposing Company:\_\_\_\_\_

Address: \_\_\_\_\_

Representative Name and Title:

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX C

### REFERENCE FORM

Name of Proposing Company \_\_\_\_\_

Representative Name & Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Reference list shall include names and telephone numbers of contracts completed. Proposers shall list a minimum of three (3) separate contracts for similar services that have occurred within the last five years where Proposer successfully provided such services.

1. Client's Name \_\_\_\_\_

Contact Person/Phone \_\_\_\_\_

Address \_\_\_\_\_

Type of design prepared \_\_\_\_\_

Cost Estimate of Project \$ \_\_\_\_\_ Actual Cost of Project \$ \_\_\_\_\_

Explanation of differential between estimated cost and actual cost, if any \_\_\_\_\_

\_\_\_\_\_

Original Estimate of Time to Complete \_\_\_\_\_ Actual Time to Complete \_\_\_\_\_

Explanation of differential between estimated time and actual time, if any \_\_\_\_\_

\_\_\_\_\_

2. Client's Name \_\_\_\_\_

Contact Person/Phone \_\_\_\_\_

Address \_\_\_\_\_

Type of design prepared \_\_\_\_\_

Cost Estimate of Project \$ \_\_\_\_\_ Actual Cost of Project \$ \_\_\_\_\_

Explanation of differential between estimated cost and actual cost, if any \_\_\_\_\_

\_\_\_\_\_

Original Estimate of Time to Complete \_\_\_\_\_ Actual Time to Complete \_\_\_\_\_

Explanation of differential between estimated time and actual time, if any \_\_\_\_\_

\_\_\_\_\_

3. Client's Name \_\_\_\_\_  
Contact Person/Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Type of design prepared \_\_\_\_\_  
Cost Estimate of Project \$ \_\_\_\_\_ Actual Cost of Project \$ \_\_\_\_\_  
Explanation of differential between estimated cost and actual cost, if any \_\_\_\_\_  
\_\_\_\_\_  
Original Estimate of Time to Complete \_\_\_\_\_ Actual Time to Complete \_\_\_\_\_  
Explanation of differential between estimated time and actual time, if any \_\_\_\_\_  
\_\_\_\_\_

4. Client's Name \_\_\_\_\_  
Contact Person/Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Type of design prepared \_\_\_\_\_  
Cost Estimate of Project \$ \_\_\_\_\_ Actual Cost of Project \$ \_\_\_\_\_  
Explanation of differential between estimated cost and actual cost, if any \_\_\_\_\_  
\_\_\_\_\_  
Original Estimate of Time to Complete \_\_\_\_\_ Actual Time to Complete \_\_\_\_\_  
Explanation of differential between estimated time and actual time, if any \_\_\_\_\_  
\_\_\_\_\_



**APPENDIX D-1  
PERSONNEL FORM**

For each design professional or other personnel Proposer will assign to the Project, Proposer must provide the following information and attach a resume:

**PERSONNEL**

1. Name & Title \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
Billing Rate/Cost \_\_\_\_\_
2. Name & Title \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
Billing Rate/Cost \_\_\_\_\_
3. Name & Title \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
Billing Rate/Cost \_\_\_\_\_
4. Name & Title \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
Billing Rate/Cost \_\_\_\_\_
5. Name & Title \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
Billing Rate/Cost \_\_\_\_\_
6. Name & Title \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
Billing Rate/Cost \_\_\_\_\_
7. Name & Title \_\_\_\_\_  
Work to be Performed \_\_\_\_\_  
Billing Rate/Cost \_\_\_\_\_

**APPENDIX D-2**  
**SUBCONTRACTOR FORM**

For each subcontractor Proposer expects to use on the Project, Proposer must provide the following information:

1. Name of Subcontractor \_\_\_\_\_  
Representative Name & Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
References \_\_\_\_\_  
\_\_\_\_\_
2. Name of Subcontractor \_\_\_\_\_  
Representative Name & Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
References \_\_\_\_\_  
\_\_\_\_\_
3. Name of Subcontractor \_\_\_\_\_  
Representative Name & Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
References \_\_\_\_\_  
\_\_\_\_\_
4. Name of Subcontractor \_\_\_\_\_  
Representative Name & Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
References \_\_\_\_\_  
\_\_\_\_\_
5. Name of Subcontractor \_\_\_\_\_  
Representative Name & Title \_\_\_\_\_  
Phone No. \_\_\_\_\_ Work to be Performed \_\_\_\_\_  
\_\_\_\_\_  
References \_\_\_\_\_  
\_\_\_\_\_

(If needed, attach additional pages)